

OFFICE OF THE STATE CONTROLLER

DUTY STATEMENT

EMPLOYEE NAME Vacant	DIVISION – UNIT NAME Division of Audits – Operations Bureau
CLASSIFICATION TITLE Office Technician (T)	HEADQUARTERS ADDRESS 3301 C Street Sacramento, CA 95816
WORKING TITLE Support	POSITION NUMBER 051-640-1139-XXX
	EFFECTIVE DATE TBD

SECTION A: GENERAL DESCRIPTION

Under general direction provided by a Supervisor or Principal Claim Auditor, the incumbent, at the journey level, will perform general office duties in the Operations Bureau as they relate to the processing of claim schedules. This requires a high degree of initiative and independence in completing assigned tasks. General office duties include:

- typing;
- process and review contract documents;
- mail and document handling;
- ordering and maintaining supplies;
- filing and records management;
- process transfer letters; and
- Professional and effective communication with all contacts, both internal and external.

SECTION B: ESSENTIAL FUNCTIONS

The California State Controller's Office (SCO) derives its audit authority and procedural guidance from (1) the California State Constitution, Article 16, Section 7, (2) Government Code Section 12410, and (3) Government Code Section 925.6(a). Additionally, California Government Code Section 927 (Prompt Payment Act) states that the Controller shall pay claimants within 15 calendar days of receipt of a correct claim schedule. Failure to make a payment within the 15 calendar days will result in the Controller paying applicable penalties to the claimant.

Candidates must have the ability to perform the following essential functions with or without reasonable accommodations.

Percentage of
Time Spent

Typical Task

55%	Contract-related Tasks • Receive contracts/amendments from agencies (paper and electronic). • Visually scan contract/amendments for key data per requirements. • Accurately enter data into the required fields of the Contracts/Leases Database. • Save contracts submitted via email into the SharePoint database. • Research problems independently and take action. • Maintain the contracts filing system. • Evaluate contract file content and purge outdated information.
35%	Claim Related Tasks • Key claim information (STD 218) into the Claim Audits Tracking System (CATS) to receive claims. • Release claims from the CATS system. • Stamp and code each claim. • Sort claims for distribution to the audit units. • Pick up claims and sort by date for release. • Deliver and pickup claims and other documents (boxes up to 30 pounds). • Process cash transfer letters for submission to the State Accounting and Reporting Division (SARD). • Review claim correction/return letters for mathematical, grammar, and spelling errors prior to mailing them. • Verify claim information is accurate in the Mainframe System
10%	Document Handling • Schedule State Records Center claim pickups as per record retention requirements. • Recall paid claims from archive per Public Records Act. • Maintain daily and monthly statistical information. • Provide support services for all Bureau staff. • Answer telephone inquiries pertaining to claims. • Maintain signature cards.

SECTION C: NON-ESSENTIAL FUNCTIONS

0%	None
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SECTION D: ADA REQUIREMENT

Alternative will be provided for incumbents who are unable to perform the non-essential functions of the job because of a disability as defined by the Americans with Disabilities Act.

SECTION E: KNOWLEDGE, SKILLS AND ABILITIES

The incumbent must have knowledge of modern office methods, supplies and equipment; business English and correspondence; principles of effective training. Ability to perform difficult clerical work, including ability to spell correctly; use good English; make arithmetic computations; operate various office machines; follow oral and written directions; evaluate situations accurately and take effective action; read and write English at a level required for successful job performance; make clear and comprehensive reports and keep difficult records; meet and deal tactfully with the public; apply specific laws, rules and office policies and procedures; prepare correspondence independently utilizing a wide knowledge of vocabulary, grammar and spelling; communicate effectively; provide functional guidance.

SECTION F: RESPONSIBILITY FOR DECISIONS (CONSEQUENCE OF ERROR)

The incumbent must have and maintain excellent organizational skills to ensure that contracts are efficiently processed and keyed into the contracts and leases database. An incumbent's inability to perform their duties as described may result in late payment penalties due from the State Controller's Office for not adhering to the 15 day Prompt Payment Act.

SECTION G: PERSONAL CONTACT

The incumbent will be in contact with various agencies/departments, the State Accounting and Reporting Division (SARD), Disbursements, immediate Manager/Supervisor or designee if Manager/Supervisor are absent, and auditors as necessary.

SECTION H: WORK ENVIRONMENT

The incumbent will perform duties in a cubicle setting. The office environment will include desks, chairs, printers, scanners, copiers, monitors, book shelves, cabinets, and other office furniture.

Position Number

Name

Date

SECTION I: PHYSICAL REQUIREMENTS

(The following is the average for the position. Due to business needs, frequency of activities may vary.)

Any lifting, moving, keying, etc. required for this position.

Check the frequency of activity required of the employee to perform the job				
Activity (Hours per day)	Never (0 Hours)	Occasionally (up to 3 hours)	Frequently (3 to 6 hours)	Constantly (6 to 8 hours)
Sitting				X
Walking		X		
Standing		X		
Bending (neck/waist)				X
Squatting		X		
Climbing		X		
Kneeling		X		
Crawling		X		
Twisting (neck/waist)				X
Is repetitive use of hand(s) required?				X
Simple Grasping (R or L)				X
Power Grasping (R or L)				X
Fine Manipulation (R or L)				X
Pushing/Pulling (R or L)			X	
Reaching (above/below shoulder level)			X	
Lifting/Carrying	The incumbent must be able to lift, carry, push, pull with or without assistance mail tubs weighing up to 30 lbs. for a distance of approximately 75 ft.			

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SECTION J: SIGNATURE

By signing this document, I acknowledge I understand all requirements and information stated above and understand the duties may be modified in accordance with the established job specifications for the class and in conjunction with office needs and have received a copy of this duty statement.

Employee's Signature

Date

I have discussed and provided a copy of this duty statement to the employee named above.

Supervisor's Signature

Date